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POLICE DEPARTMENT

To: PS Call Taker and Public Safety Dispatcher Applicants
From: Officer Brockhoff, Planning and Research
Subject: Typing Examination
Date: December 21, 2005

Applicants who are applying for the position of Public Safety Call Taker and/or Public Safety Dispatcher must show proof of typing credentials of 35 words per minute at the time of application. The El Paso Police Department Communications Division will administer typing examinations for those applicants who are lacking their typing credentials. The typing examination will be given in thirty minute intervals on a first come first serve basis. No appointment is necessary. Photo Identification is required to take the exam. The exam will take app. 20 minutes to complete.

<u>Date</u>	<u>Time</u>	<u>Location</u>
Saturday, Jan. 21, 2006	12:00 p.m. to 6:00 p.m.	Police Headquarters 911 N. Raynor St.
Sunday, Jan. 22, 2006	8:00 a.m. to 6:00 p.m.	Police Headquarters 911 N. Raynor St.
Monday, Jan. 23, 2006	8:00 a.m. to 6:00 p.m.	Police Headquarters 911 N. Raynor St.

Typing credentials will also be accepted from the following:

The school districts
International Business College
University of Texas at El Paso
El Paso Community College
Texas Workforce Commission

Documentation must be on company letterhead, state gross words per minute, net words per minute and number of errors.

